

JOB OPPORTUNITY



USAID
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AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 11-48

OPEN TO: All interested candidates
POSITION: **AID Development Assistance Specialist (Food), FSN-4005-11; FP-4**
May be hired at Training/Developmental level
OPENING DATE: August 4, 2011
CLOSING DATE: August 19, 2011
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-4 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of AID Development Assistance Specialist (Food For Peace) in the USAID Economic Growth section.

BASIC FUNCTION OF POSITION

The primary responsibility of the Food Aid Specialist is to monitor and oversee WFP-managed emergency programs, and report on their implementation to the Food for Peace Officer (FFPO). He/she will also provide accurate and timely information on developments in eastern DRC that can affect FFP programs and on food needs assessments and response required in the target regions. The Food Aid Specialist may also be called upon to monitor the use of FFP non-emergency resources that are implemented in the same areas as the emergency programs. Location of the position is Kinshasa

A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A university degree is required in a field relevant to food security and food aid program management such as agriculture, public health, international development or logistics.

Experience: Three years progressively responsible work experience in development assistance, administration, funding allocation, budget management and one year of program management and demonstrated ability to work with donors or international non-government organizations are required.

Language Proficiency: Level IV (Fluent) English, French and Swahili is required.

Knowledge: Knowledge of food aid programs, international development and relief; technical expertise in food aid related fields; analytical skills and understanding of collection and qualitative and quantitative analysis of social statistics.

Skills and Abilities: Ability to monitor and evaluate programs to include operational and compliance issues; ability to review, evaluate and apply complex policies and regulations. Understand the political environment domestically and regionally. Ability to travel for extended periods of times to FFP intervention areas. Strong interpersonal, communications and negotiating skills; strong writing skills; ability to function in a team environment; ability to make independent decisions with little or no supervision. Computer skills, to include knowledge of Microsoft Word and Excel, e-mail, and the internet.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Please submit your application by Email to HRKinshasa@state.gov

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: August 19, 2011

Drafted: HR: FNSASU

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